



# Operations Assistant

## Job Description and Profile

Terms of Employment	
Employment Type:	Part-Time (24hrs - days and times by agreement, hours predominantly to be worked on-site but with scope for some home-working)
Salary:	£25,000 pro-rata
Responsible to:	Associate Leader
Occupational Requirement:	We are a charismatic evangelical Christian church with values and beliefs that reflect this. It is crucial that the person who fills this role is a baptised follower of Jesus with an active and thriving walk with him.

Under our new vicar we are looking to steward the exciting season of growth that the church has entered. As a key member of the staff team the Operations Assistant will help the church to sustain this growth by ensuring we run smoothly and efficiently.

*central*

Central is a growing church family of approximately 80 people, based in the city centre of Bristol. Our focus is on encountering Jesus, redeeming life and loving Bristol. We are looking for someone with a growth mindset to join and play their part in our team, who is committed to the vision of our church and longs to see God's Kingdom come.

The person who fulfils this position will be someone of integrity with a godly character, prayerful and seeking to live under the authority of the Bible. They will have strong administrative capabilities, the ability to develop and nurture relationships and will be an efficient and effective communicator.

This job description is not a definitive list of tasks and responsibilities rather it is designed to give an overview of the job. The successful candidate will be expected to own and enhance the position with initiative to ensure the organisation aims are achieved. A review of this post will be taken on a regular ongoing basis.

## Responsibilities

### Communications

- a. Bring together, edit and publish regular communications
- b. Non-regular event and course based communication.
- c. Maximise the use of and update online media including the website and social media.
- d. Manage general incoming communication.



### Finance

- a. Raise and Pay Invoices
- b. Day to day banking & bookkeeping

### Site

- a. Bookings and Room Hire
- b. Car Parking
- c. Facilities & Supplies
- d. Site Set-up & Utilisation
- e. Key Holders & Access

### Ministry

- a. Event Admin (e.g. advertising, bookings etc.)
- b. Rota Oversight
- c. Safeguarding Support

### Database

- a. Use and manage the Churchsuite database
- b. Maintain privacy consents and communication preferences under GDPR
- c. Maintain paper files/records

### Board of Trustees (PCC)

- a. Support the PCC with paperwork, policies and comms.
- b. APCM Prep etc

### General Admin

- a. Undertake Ad-hoc admin and support the staff team.

## Experience, Skills and Giftings

### Skills and Competencies

- High organisational capability - Essential
- Attention to Detail - Essential
- Strong time management skills with the ability to manage multiple projects/tasks concurrently - Essential
- Ability to work well under pressure - Essential.
- Ability to prioritise workload and manage other people's expectations – Essential
- A good communicator, verbally and in writing -Essential.
- Ability to build key relationships inside and outside the church - Essential.
- Computer literacy (word processing, spreadsheets, e-mail and Internet apps) – Essential.
- Creative eye for digital design and content creation – Desirable

### Experience

- Experience running day to day administration - Essential.
- Experience in creating simple and effective digital design (Canva/Publisher etc) – Desirable
- Experience writing and implementing policies and procedures – Desirable.
- Experience running organisational finance. - Desirable

### Knowledge

- Knowledge of how a church operates on a daily/weekly/annual basis – Desirable.
- Knowledge of resources management (security, insurance, legislation etc.) – Desirable.
- Knowledge of the Church of England, local and Diocesan structures and processes – Desirable.
- Knowledge of Finance and Accounting Procedures - Desirable
- Knowledge of the General Data Protection Regulations - Desirable.

